

DDA 78-2915/14

DDA

11 October 1978

OLC #78-5356/4

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
General Counsel
Legislative Counsel
Comptroller
Inspector General
Director, Equal Employment Opportunity

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Follow-Up to [] Retreat 29-30 September

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REFERENCE: Multiple addressee memo dtd 5 Oct 78 fr DDCI,
same subj (ER 78-6245/14)

1. Reference memorandum in paragraph I.A.2. asks the five Career Service Heads to state the amount of time they spend "communicating with CIA staff." The paragraph went on to state that Messrs. Blake and [] would prepare guidelines defining the report requirements.

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2. [] and I are of the opinion that the report should include the participation of the Associate Deputy Director or the Deputy Office Head, as appropriate. The time to be reported on should consist of addresses made to all courses sponsored by the Office of Training and appearances before the Agency or local MAG groups. The time should also be reported if:

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a. The ADD's and DD's make presentations to Office-level annual conferences, and

b. If the Head or Deputy of the Office makes an address to an Office-level conference.

3. Time should not be reported that is used for the purpose of ensuring proper administration of a component, weekly or monthly staff sessions, MBO sessions, etc.

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John F. Blake

MORI/CDF

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